



ProFusion Ultra IS Shopping Cart



User Manual

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Admin Page

Logging in to the admin section of the ProFusion Ultra IS application takes you to the admin control panel of the application which is the main administrative page screen, see figure below.



ProFusion UIS Website Backend Home | Logout

Content

- Home Page
- Inner Pages
- Sitemap
- Terms and Conditions
- Privacy Policy
- Vertical Column Section
- Footer Section

Secure Users

- Register Page
- Users Page Content
- Registered Users
- Secure Zones/Pages

Help

- General Help
- Editor Help
- About Us

Webmaster

- Change Profile
- Change Password
- Settings
- Header Images

Shopping Cart

- Manage Categories
- Manage Products
- Copy Products
- Manage Customers
- Store Settings
- Manage Orders
- Manage Store Pages
- Import/Export CSV

Advanced Features

- Form Builder
- Elegant Image Gallery

Welcome to the backend of ProFusion UIS 3.2 Demo Website
Please follow the links on the left column to proceed

The Date and Time on the servers is currently 1/22/2009 10:14:50 AM

Free Space	Used Space
1001.88 MB	48.12 MB
File System : 956.88 MB	File System : 43.12 MB
Database : 45 MB	Database : 5.00 MB

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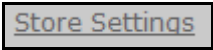
The left side of this page is divided into various sections and each section deals with a specific functionality of the ProFusion Ultra IS application. The Shopping Cart section deals with the E-Commerce functionality of the application.

Shopping Cart

The ProFusion Ultra IS Shopping Cart module provides a flexible and easy to set up and maintain online store of your products and services. The Ultra IS Shopping Cart allows you to showcase your products online in an attractive and organized way by having categories to display your products. You can upload as many as five additional images for a product which not only help enhance your products but also enable your customers in making the right choice.

Store Settings

The first step in setting up a shopping cart involves defining the default settings and payment methods for your online store. To view the store settings:

1. **Click** on the  link under the Shopping Cart section heading.
2. This action takes you to the [Store Settings](#) page screen which would look something like the one below (figure 1.0).

Note: This page contains all relevant information such as the contact details of the store, the currency of trade, shipping and tax codes, and the payment method for the store. The "Payment Gateway Settings" and the "UPS Service Settings" tabs allows you to configure the online payment gateway service providers for your store. Let us configure the "Store Settings" page screen first which is explained below.

Fields marked *are required fields and as such must be completed.

3. **Store Name – Type** in the name of your store inside this box.
4. **Store Address1 – Enter** the street address for your store.
5. **Store Address2 – Type** in the apartment or suite number which is optional.
6. **Store City – Enter** the name of the city where the store is located.
7. **Store State / Province – Select** the state or province as appropriate from the drop down.
8. **Store Country – Select** the country as appropriate from the drop down.
9. **Store Postal / ZIP Code – Type** in the postal or ZIP code of your store's address.
10. **Store Description** - The Ultra IS Shopping Cart comes with the option of displaying your products on your website as featured products for promotional purposes. The featured products would display on the store's main page on your website. What you see here inside the page content editor [\[TPL CART FEATPROD\]](#) is the template variable for featured products that allows you to have a featured product display on the frontend of your website. Deleting this template variable from the editor removes the ability to have featured products functionality on your website.

Figure 1.0

[Home](#) » [Store Settings](#)

Store Settings	Payment Gateway Settings	UPS Service Settings
Store Settings		
Store Name*	UIS Shopping Cart	
Store Address1*	2801 Meridian Street	
Store Address2	Suite 201	
Store City*	Bellingham	
Store State	WA - Washington ▼	
Store Country	United States ▼	
Store Postal/Zip Code	98225	
Store Description	<div> [TPL_CART_FEATPROD] </div>	
<BODY> <DIV>		
Store Phone	360.738.8188	
Store Fax	Store Fax	
Store Admin Name*	Admin Name	
Admin Email*	webmaster@yourdomain.com	
OutBound Email	webmaster@yourdomain.com	
Category Alias*	Category	
Categories Alias*	Categories	
Product Alias*	Product	
Products Alias*	Products	
Store Open	Yes ▼	
Currency Sign	USD (\$) ▼	
Shipping Code	<input checked="" type="radio"/> No Shipping <input type="radio"/> Shipping Per Product <input type="radio"/> Shipping on Order Total <input type="radio"/> UPS Service	
Tax Code	<input checked="" type="radio"/> No Taxes <input type="radio"/> State Based Tax	
Payment Processing Method	Online Credit Card ▼	
<input type="button" value="Save"/>		

11. **Store Phone** – **Enter** your store’s phone number in this field which is optional.
12. **Store Fax** – **Enter** your store’s fax number in this field which is optional.
13. **Store Admin Name** – **Enter** the name of the admin person for the store.
14. **Admin E-mail** – **Type** in the e-mail address of the admin person.
15. **Outbound E-mail** – Any e-mails sent out from the store using this application would use the e-mail address entered here.
16. **Category Alias** – **Type** in an alternative name for category should you wish to call it something else, for example, Class, Type, Group, etc.
17. **Categories Alias** - **Type** in an alternative name for categories (plural) should you wish to call them something else, for example, Classes, Types, Groups, etc.
18. **Product Alias** – **Type** in an alternative name for product should you wish to call it something else, for example, item, goods, produce, merchandise, etc.
19. **Products Alias** - **Type** in an alternative name for products (plural) should you wish to call them something else, for example, items, goods, produce, merchandise, etc.
20. **Store Open** – **Select** as appropriate from the drop down. Selecting “Yes” would enable the customer to add the product in to the cart. If “No” is selected the customer would not be able to add the product in to the cart.
21. **Currency Sign** – **Select** the currency as appropriate from the drop down.
22. **Shipping Code** – **Select** the appropriate shipping code for the products from this drop down. This field determines the shipping and handling costs (if any) that are to be added to the total price.



Note: If you wish to charge your customers for shipping and handling, make sure to select the [shipping cost](#) as appropriate at the time of adding the product on the Add Product page screen which is explained later in this document.



☒ **No Shipping** – Select this option if no additional shipping costs are to be added to the total price.

☐ **Shipping Per Product** – If this mode is selected, then shipping costs would be determined individually for the products.

☒ **Shipping on Order Total** – If this mode is selected, the shipping costs would be set based on the total of the purchase order. Selecting this radio button option would open up a pop-up window prompting you to add shipping charges based on the price ranges. For example, you can have \$10 as shipping costs for purchases ranging from \$0 - \$100 and \$15 for purchases ranging from \$101 - \$500 and so on.

Fields marked * are required		
Add Shipping Charges		
Greater than...*	...and till	Shipping Price*
\$ 0	\$ 100	\$ 10
<input type="button" value="Save"/> <input type="button" value="Close"/>		

- Greater Than...** – enter the amount in value for the starting range, in this case it would be 0.
- ... and Till** – enter the amount in value for the ending range, in this case it would be 100.
- Shipping Price** – enter the amount in value for the shipping cost to be added to the order total. In this case, it would be 10. Next hit the button to save the shipping charges. Simply repeat the steps as below and hit the button once you are finished.

Figure 1.1

Fields marked * are required				
Add Shipping Charges				
Greater than...*	...and till	Shipping Price*		
\$	\$	\$		
<input type="button" value="Save"/> <input type="button" value="Close"/>				
Showing 1 - 4 of 4				
		« First Previous Page 1 of 1 Next Last »		
<input type="checkbox"/>	Greater than...	...and till	Shipping Price	View/Edit
<input type="checkbox"/>	\$0	\$100	\$10	<input type="button" value="→"/>
<input type="checkbox"/>	\$101	\$500	\$15	<input type="button" value="→"/>
<input type="checkbox"/>	\$501	\$2000	\$20	<input type="button" value="→"/>
<input type="checkbox"/>	\$2001	\$5000	\$25	<input type="button" value="→"/>
<input type="button" value="Delete"/> <input type="button" value="Go"/>				

To edit any field value, **Click** on the arrow. To delete a field value, **Click** inside the ☒ check box of the corresponding field and hit the button and **Click** on the confirmation pop-up window that appears next.

☒ **UPS Service** – Select this option should you wish to include UPS shipping charges.

23. **Tax Code** – **Select** the appropriate tax code for the products from this drop down.

<input checked="" type="radio"/> No Taxes
<input type="radio"/> State Based Tax

☒ No Taxes – Select this option if no sales taxes are to be added to the total price.

☒ State Based Tax – Select this option if you wish to have sales taxes based on the states to which the products are to be shipped, or in other words destination-based sales tax. Selecting this radio button would open up a pop-up window prompting you to select the state and enter the tax value as a percentage as shown here. For this tutorial, let us select Washington from the drop down value and enter 5 as the percentage of tax to be added to the total. Next click the **Save** button to finish adding the state-based tax. Simply repeat this to configure the sales tax percentages for the rest of the destination states that you wish to operate in.

(Fields marked * are mandatory)

Add/Edit State Tax	
State *	WA - Washington
Tax Rate *	5 %
Save Close	

Note: For example, if a customer residing in the state of Washington were to make an order for \$300 worth of your products, his total cost would be calculated as under:

(a) Sub Total	: \$300.00
(b) Tax	: \$15.00 (5% of a)
(c) Shipping Cost	: \$15.00 (see figure 1.1)
Order Total	: \$330.00 (a+b+c)

If you wish to charge your customers sales tax, make sure to select the appropriate radio button option under [Tax](#) field at the time of adding the product on the Add Product page screen which is explained later in this document.

24. **Click** **Save** button after entering all the relevant details.

Payment Gateway Settings

To configure payment gateway settings for your store, **Click** the **Payment Gateway Settings** link that you see at the top of the Store Settings page screen. This action takes you to a page screen that is similar to the one shown next.

Payment Gateway Settings		
<input checked="" type="radio"/> Authorize.Net		
	Login Id	<input type="text"/>
	Transaction Key	<input type="text"/>
	Currency Code	Select ▼
	Gateway Mode	<input type="radio"/> Test Mode <input checked="" type="radio"/> Live Mode
<input type="radio"/> PayPal		
	Login Id	<input type="text"/>
	Currency Code	Select ▼
	Gateway Mode	<input type="radio"/> Test Mode <input checked="" type="radio"/> Live Mode
<input type="radio"/> PayPal PayFlow		
	Login Id	<input type="text"/>
	Password	<input type="text"/>
	Currency Code	Select ▼
	Gateway Mode	<input type="radio"/> Test Mode <input checked="" type="radio"/> Live Mode
<input type="button" value="Save"/>		

Authorize.Net

To configure your Authorize.Net settings:

- First **Select** the ☒ **Authorize.Net** radio button.
- Login ID – Type** in your API (Application Programming Interface) login ID inside this input box.
- Transaction Key** – Next **Enter** your transaction key information here.

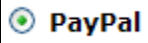

Note: Your API and Transaction Key information are unique and specifically associated with your payment gateway account. Should you change this information at a later date, make sure to update this page with the latest information as well.

- Currency Code** – **Select** the currency of trade as appropriate from this drop down.
- Gateway Mode** – Make sure to change the status to Live Mode (when the website goes live) by clicking the appropriate ☐ Test Mode ☒ Live Mode radio button for the transactions to go through.
- Click** the button to save your settings.


USD ▼
Select
USD
EUR
GBP
CAD

PayPal

To configure PayPal on your website:


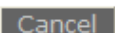
- Select the  radio button.
- Login ID – Type** in your login ID inside this box, typically the e-mail address that was used to create the PayPal account.
- Currency Code – Select** the currency of trade as appropriate from the drop down.
- Gateway Mode** – Change the status to Live Mode when the website goes live.
- Click the  button to save your settings.

PayPal PayFlow

- Login ID – Type** in your login ID inside this box.
- Password – Enter** the password for your PayPal account.
- Currency Code – Select** the currency of trade as appropriate from the drop down.
- Gateway Mode** – Make sure to change the status from Test Mode to Live Mode.
- Click the  button to save your settings.

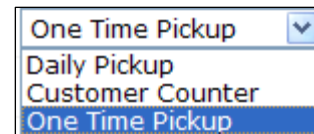
UPS Settings

By having your own UPS account you can establish the billing and shipping charges for your products and services based on their weights and the distance of the shipments. To configure UPS, **Click** on the [UPS Settings](#) link that is placed at the top of the Store Settings page screen. This action takes you to the UPS Settings page screen similar to the one shown here.

Home » UPS Shipment Service		
Store Settings	Payment Gateway Settings	UPS Service Settings
Fields marked * are required		
UPS Service Settings		
UPS Access Licence Number*	<input type="text"/>	
UPS Login Id*	<input type="text"/>	
Password*	<input type="text"/>	
Source Zip Code*	<input type="text"/>	
Source Country	<input type="text" value="United States"/>	
UPS Pickup Type	<input type="text" value="Customer Counter"/>	
		

- UPS Access License Number** – **Enter** the Access Key information of your UPS account inside this box.
- UPS Login ID** – **Enter** your UPS account Login information.
- Password** – **Enter** the password of your UPS account.
- Source ZIP Code** – **Enter** the originating ZIP code from which point the distance of shipment is to be calculated.

- e. **Source Country** – This is the country from which the shipments are sent.
- f. **UPS Pickup Type** – Select as appropriate from the drop down.
- g. Click **Save** button to save your settings.






Manage Store Pages

After configuring your store settings, the next step would be to configure your store page details. This section is provided for your store's Privacy Policy and Terms & Conditions page content. These should not be confused with the Privacy Policy and Terms & Conditions page links that you see in the footer region of your website. They deal with the general terms and conditions and privacy policies as applicable to your website's content. On the other hand, the store's pages specifically deal with respect to the store's terms and conditions and privacy policies such as Pricing and Product Availability, Out of Stock Merchandise, Order Acceptance, Payment, Discounts, Returns, Shipping and Handling Charges, Sales Tax, etc. to name a few.

To view the Manage Store Pages menu screen:

1. Click the **Manage Store Pages** link under the Shopping Cart section heading on the left side of the page.
2. This action takes you to a page screen similar to the one shown here.

Home » Manage Store Pages	
Showing 1- 2 of 2	« First Previous Page 1 of 1 Next Last »
Page Title	View/Edit
Privacy Policy	
Terms and Conditions	

3. **Privacy Policy** – To place your store's Privacy Policy content on your website, Click on the page title Privacy Policy or the  arrow. You will now be presented with the Privacy Policy page screen as shown here.
4. **Type** in the privacy policy content inside this page content editor that you see on this screen and Click the **Save** button to save the page details.

Manage Categories

Having product categories allows for a much organized display of your products where you can group products of a similar nature under one roof. For example, an apparel store can have categories like Men's Clothing, Women's Clothing, Kids' Clothing, Accessories, etc.

Add New Category

To add a new category to your shopping cart:

1. Click **Manage Categories** link under the Shopping Cart section heading on the left side of the page.
2. This action takes you to the Manage Categories page screen which looks something like the one below.

Figure 1.2

Home » Manage Categories

[Add New Category]

	Category Title	Order	Sub Category(ies)
No Categories available at the moment.			

Legend

A Active Category(ies)

U Inactive Category(ies)

3. Click **[Add New Category]** link placed at the top. This action takes you to the Add New [Category page screen](#) like the one shown below which is similar to [Add New Sub Category page](#) screen as well.

Figure 1.3

Home » Manage Categories » Add New Category




*Fields marked * are required*

Add New Category

Category Name*

4. **Category Name – Type** in a name for the category to be created. For this tutorial, let us create a category named "[ProFusion.](#)"
5. Click **Save** button to save the new category.

The Manage Categories page screen would now look something like the one below with the newly added category as compared to the previous [page screen](#). You can create as many categories as you want by simply repeating the steps explained as above.

Note: As is evident from this page screen, we have two categories, namely “ProFusion” and “Hosting.” To change the order of display of categories on your website, simply click on the  arrows of the corresponding categories. The number (0) next to the category name, in this case, ProFusion (0) indicates the number of products listed inside that category. Similarly the number (0) next to the arrow  [0] indicates the number of sub categories. The  icon next to the category name indicates the active status of the category. Only categories that are active will display on your website.


Home » Manage Categories

Pro
Category has been added.

[Add New Category]

Showing 1 - 2 of 2


« First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Category Title ^ v	Order	Sub Category(ies)
	<input type="checkbox"/>	ProFusion (0)	↑ ↓	 [0]
	<input type="checkbox"/>	Hosting (0)	↑ ↓	 [0]

Activate Category(ies)


Legend

 Active Category(ies)

 Inactive Category(ies)

Add Sub Category

You can create sub categories under the main category for the products to display in. To create a sub category:


1. **Click** on the  arrow under the Sub Categories heading.
2. This action takes you to the Manage Sub Categories page screen like the one shown here.


Home » Manage Categories » ProFusion » Manage Sub Categories

[Add New Sub Category] [Add New Product] [Back]

	<input type="checkbox"/>	Category Title ^ v	Order	Sub Category(ies)
No Sub Categories available at the moment				

Legend

 Active Category(ies)

 Inactive Category(ies)

3. Click **[Add New Sub Category]** link and you will now be presented with a page screen similar to the [Add New Category page screen](#) as previous. Simply **Type** in a name of the sub category and hit the **Save** button to create a sub category inside the selected main category.





You can create as many sub categories as you want. For this tutorial, we have created two sub categories, namely “Ultra IS” and “ECard” as is evident from the Manage Sub Categories page screen shown below.

Home » Manage Categories » ProFusion » Manage Sub Categories



Pro
Sub Category has been added.

[Add New Sub Category] [Add New Product] [Back]

Showing 1 - 2 of 2 « First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Category Title ^ v	Order	Sub Category(ies)
	<input type="checkbox"/>	Ultra IS (0)	↑ ↓	 [0]
	<input type="checkbox"/>	ECard (0)	↑ ↓	 [0]

Activate Sub Category(ies)

Legend
 Active Category(ies)
 Inactive Category(ies)

Copy Category





The copy category functionality allows you to copy main category as well as its sub categories (if any) with just a click of a button. To create a copy of a category:

1. From the Manage Categories page screen, **Click** inside the ☒ check box next to the category name. In this case, let us try creating a copy of the “ProFusion” category and **Click** the check box next to it.

Home » Manage Categories

[Add New Category]


Showing 1 - 2 of 2 « First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Category Title ^ v	Order	Sub Category(ies)
	<input checked="" type="checkbox"/>	ProFusion (0)	↑ ↓	 [2]
	<input type="checkbox"/>	Hosting (0)	↑ ↓	 [0]

Activate Category(ies)

- Activate Category(ies)
- Deactivate Category(ies)
- Delete Category(ies)
- Copy Category(ies)**

- Next **Select** “Copy Categories” option from the drop down list (as shown above) and hit the **Go** button.

The Manage Categories page screen would now look something like the one shown below displaying the copy of the “ProFusion” category along with its  [2] sub categories.

Home » Manage Categories







Pro

Categories selected have been copied.



[Add New Category]

Showing 1 - 3 of 3

« First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Category Title ^ v	Order	Sub Category(ies)
	<input type="checkbox"/>	ProFusion (0)	↑ ↓	 [2]
	<input type="checkbox"/>	Hosting (0)	↑ ↓	 [0]
	<input type="checkbox"/>	ProFusion (0)	↑ ↓	 [2]



Activate Category(ies) **Go**

Legend
 Active Category(ies)
 Inactive Category(ies)

Note: When you copy over a category, only a copy of the selected category along with its sub categories (if any) gets copied over. The products listed inside the selected category do not get copied over automatically as well. Should you wish to copy over the products from one category to the other, use the Copy Products functionality of the shopping cart which will be discussed in detail later in the document.

Deactivate Category

To deactivate a category:

- From the Manage Categories page screen, **Click** inside the  check box next to the category name. In this case, let us select “ProFusion” category and click the check box next to it.
- Next **Select** “Deactivate Categories” from the drop down list and hit the **Go** button. The deactivated category would now display the  icon next to it indicating its inactive status as can be seen in the figure below.

Activate Category(ies) **Go**

Activate Category(ies)
Deactivate Category(ies)
Delete Category(ies)
Copy Category(ies)







Note: When a main category is deactivated, its sub categories too would become inactive and the products listed therein would stop displaying on your website. On the other hand, when you deactivate a sub category individually the main category would still remain active.

Pro
selected have been deactivated.

[Add New Category]



Showing 1 - 3 of 3



« First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Category Title ^ v	Order	Sub Category(ies)
	<input type="checkbox"/>	ProFusion (0)	↑ ↓	 [2]
	<input type="checkbox"/>	Hosting (0)	↑ ↓	 [0]
	<input type="checkbox"/>	ProFusion (0)	↑ ↓	 [2]

Activate Category(ies) v



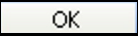
Go

Legend Active Category(ies) Inactive Category(ies)

To activate the category once again, simply click inside the  check box next to the category name and select “Activate Category” from the drop down. The selected category will now display the  icon next to it indicating its active status.

Delete Category

To delete a category:

1. **Click** inside the  check box next to the category name.
2. **Select** “Delete Categories” from the drop down list and hit the  button.
3. Next **Click**  button on the confirmation pop-up window that appears next. This action now deletes the selected category along with any sub categories and products listed inside them.

Manage Products

Manage Products section of the ProFusion Ultra IS Shopping Cart deals with all the functionalities of your products such as add new product, edit or delete products, search or sort product, etc. Clicking on the [Manage Products](#) link under the Shopping Cart section heading takes you to the Manage Products page screen.

Figure 2.0

Home » Manage Products

Category

General Search

[**Manage Product Variants**] [Add New Product]

	Product Name ^ v	SKU# ^ v	Order	View/Edit
No Products available at the moment				

Legend

☐ Active Product(s)

☐ Inactive Product(s)

Manage Product Variants

ProFusion Ultra IS Shopping Cart allows you to create unlimited product variants for your products. Product variants are the various options that are offered to the customers relating to the products you intend to sell online. You can have your own customized product variants to suit the unique characteristics of the nature of products you sell. For example, an apparel store can have variants such as sizes (small, medium, large, extra large, plus, etc) or colors (red, blue, green, yellow, white, black, etc) and price its products depending on its variant. Some of the commonly used product variants are size, color, members / non-members, and associates / non-associates to name a few.

To configure product variants in your shopping cart:

1. **Click** on the [\[Manage Product Variants \]](#) link from the above page screen.
2. This action takes you to the Add/Edit Variant page screen like shown below.

Home » Manage Products » Add/Edit Variant

Add Variant

Variant Label

3. **Variant Label – Type** inside this box the name of the variant you wish to create. In this case, we shall type Dealer as a [product variant](#).

4. Click **Save** button to save the product variant.
5. You can create as many product variants as you want by simply entering the variant name and saving it until you are finished. For this tutorial we have created two product variants, namely Dealer and Reseller.

Home » Manage Products » Add/Edit Variant

Pro

Variant has been added.

Add Variant

Variant Label

Showing 1 - 2 of 2 « First | Previous Page 1 of 1 Next | Last »

	Variant Label	Edit
<input type="checkbox"/>	Dealer	→
<input type="checkbox"/>	Reseller	→

6. Click on the **Close** button to exit the product variant menu page.

Add New Product

Once you have the categories set up on your website, the next step would be to start adding products into the categories which completes the process of setting up your online store. To add a product:

1. Click on the **[Add New Product]** link from the above [Manage Products page screen](#).
2. This action takes you to the [Add New Product page screen](#) which looks something like the one shown below.

Note: This is the product details page where you will enter details relating to the product that is being added such as the product name, product SKU, product description, and pricing details like quantity, weight, list price and sales price, shipping, and tax etc. You can also upload the product image along with five additional images as an option to display your products.

For this tutorial, let us see how a product named “UIS Association Edition” is added to the store.

3. **Product Name – Type** in the name of the product inside the text box. In this case, we shall type “UIS Association Edition.”

Figure 2.1

Home » Manage Products » Add New Product

Fields marked * are required

Add New Product

Product Name *	<input type="text" value="UIS Association Edition"/>		
SKU# *	<input type="text" value="UIS-AE"/>		
Categories * <small>(To select more than one category, hold the CTRL key)</small>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> >Hosing >ProFusion >ECart >Ultra IS </div>		
Short Description	<input type="text" value="The ultimate UIS application for associations, chambers of commerce, schools, clubs, and many more."/> Characters Left <input type="text" value="1"/>		
Keywords	<input type="text" value="uis, ae, UIS"/>		
Product Description	<div> <div> </div> <div> Font Name Size Paragraph Styles Spelling & Grammar Find & Replace View Source Full Screen Help </div> </div> <hr/> <div> </div> <div> Template Variables Forms Elegant Image Galleries Content Rotators Surveys Earning Zone </div>		

Features:

- Member database
- Online members' area
- Website content management
- Online dues payment
- Attendance tracking
- Event calendar & registration system
- Testimonials submission and management tool
- News module
- Online survey
- Banner advertising manager
- Mini websites for members
- Multi-user administrative privileges

<BODY>

Quantity *			
Product Variations	☐ None ☒ Multiple Variants		
Variant	Weight	List Price *	Sale Price *
Dealer	(ounce)	\$	\$
Reseller	(ounce)	\$	\$
Shipping	☐ No Shipping ☐ Shipping Per Product ☒ Shipping on Order Total		
Shipping Cost *	\$		
Tax	☒ Yes ☐ No		
Featured Product	☒ Yes ☐ No		
Status	☒ Active ☐ In-active		
Product Image (Recommended size 450X370 pixels)			
Download File			
Additional Image 1			
Additional Image 2			
Additional Image 3			
Additional Image 4			
Additional Image 5			

3. **SKU # – Type** in the product ID inside this text box. The SKU can contain alphabetic, numeric, or a combination of alphanumeric characters. We shall type “UIS-AE” for this product.

Note: Stock Keeping Unit or SKU (pronounced skew) is a number or string of alpha and numeric characters that uniquely identify a product. It helps the user identify a unique product when there are many similar options. It also helps the storekeeper to keep track of the inventory.

4. **Categories – Select** from the available categories and sub categories ([previously created](#)) for the product to display in. If you want the product to display both in the main category as well as its sub category, select both, in this case, we shall select main category “[ProFusion](#)” and “Ultra IS” sub category.
5. **Short Description** – You can have an optional short description for the product (up to a maximum of 100 characters). The description entered here will display along with the product name, price, and image inside the product box on the store’s main page on your website.
6. **Keywords – Type** in search keywords for the product inside this text box.
7. **Product Description – Type** in a detailed description for this product using the page content editor. The description entered here will display on the product details page on your website.
8. **Quantity – Enter** the product quantity (which in most cases would be 1) inside this box. In case you are selling multiple quantities as a single product entity, enter the number of quantity sold as a single unit and the system automatically converts it to a single unit. For example, a florist may have different pricing levels for purchases of flowers depending on the number of flowers bought, namely the cost of a single red rose can be \$5 and a dozen red roses can be \$50. So for a bouquet of dozen roses (sold as a single unit), he would enter the quantity as 12 which in turn the system converts to $12 \times 1 = 12$ for the selling price of \$50.
9. **Product Variations - Select** the ☒ **None** radio button if you do not have product variants or ☒ **Multiple Variants** if you have product variants for the product. Since we have created product variants previously, we shall select the latter option.

Variant	Weight		List Price *	Sale Price *
Dealer	0 <input type="text"/> (pound)	1 <input type="text"/> (ounce)	\$ <input type="text"/> 6500	\$ <input type="text"/> 6000
Reseller	0 <input type="text"/> (pound)	1 <input type="text"/> (ounce)	\$ <input type="text"/> 5000	\$ <input type="text"/> 5000

Note: Selecting the multiple variants option will open up a drop down section (see above) for entering the weight and price for the variants. You can see the variant section now displaying the previously created [product variants](#) here, namely Dealer and Reseller. [Click here](#) to see how it looks on your website.

10. **Weight – Enter** the weight for the product. The pound and ounce input fields are given since most shipping and logistics chains like FedEx and UPS among others take into account the weight of the shipment.

Note: If you do not enter any weight for the product, the system automatically assumes it to be as 0 pound 1 ounce.

11. **List Price** – This is the price at which your product is listed on the shopping cart. Let us **Type** \$6500 as the price for this product.

List Price :	\$6,500.00
Sale Price :	\$5,000.00

12. **Sale Price** – This is the price at which your product is offered for sale. We shall **Type** \$5000 as the sale price for this product. Generally, the sale price of a product is of a lesser value than its list price.

Note: If only the list price is entered (in cases where you do not have variants) it will display on your website as simply “Price.” On the other hand if both the list price and sale price are entered, they both will display on your website but the “List Price” will have a strikethrough effect (in case it is of a higher value than the sale price) like shown in this figure. The option of having both a list price and a sale price is very helpful when you want to run a promotion for the product. You may also price your product based on its variant like in this example and the price will display by selecting the appropriate [variant drop down](#).

13. **Shipping** – **Select** the appropriate shipping and handling method from this radio button.

☐ No Shipping ☐ Shipping Per Product ☒ Shipping on Order Total

Note: Make sure the shipping method chosen here is reflected on your [Store Settings page screen](#) as well.

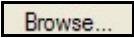
14. **Shipping Cost** – If you had selected the ☒ Shipping Per Product as your shipping option for the previous entry, then you would enter here how much you wish to charge your customers for shipping and handling for this particular product.

15. **Tax** – **Select** the appropriate ☒ Yes ☐ No radio button. If you select “Yes” and wish to add sales tax, make sure to configure the [Tax Code](#) on the store settings page.

16. **Featured Product** – **Select** the ☒ Yes ☐ No radio button as appropriate. Selecting “Yes” would display the product on the [store’s main page](#) as a featured product (for product promotions) on your website whereas selecting “No” would not display the product on the store’s main page on your website. It would however display inside the category pages.

Note: Make sure the [template variable for featured products](#) is enabled on the store settings page for the product to display as featured product on your website.


17. **Status** – **Select** the ☒ Active ☐ In-active radio button as appropriate which determines whether the product should display on your website or not.

18. **Product Image** – Click the  button to search for the image on your computer and double-click on the image file to upload it to the shopping cart.

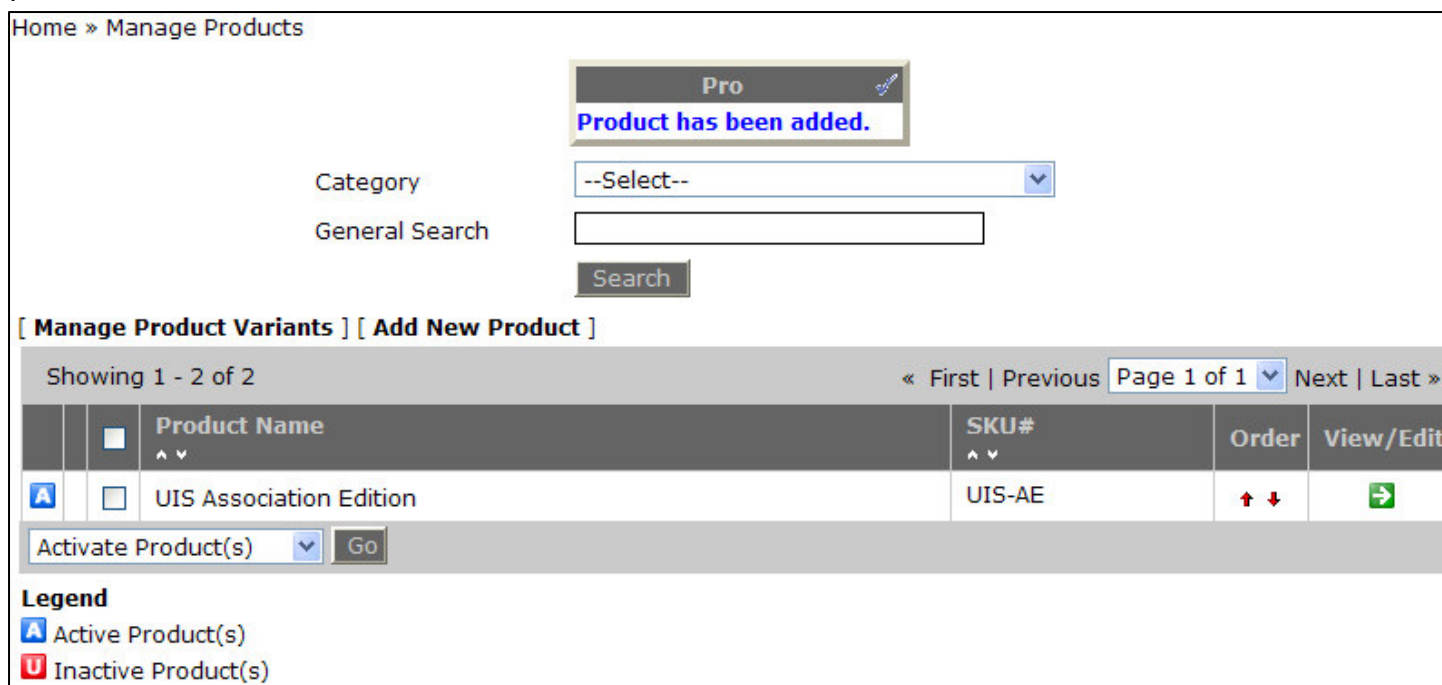
Note: Make sure the image is of the recommended size. Should you wish to upload an image whose size exceeds the recommended one, please contact your project manager to have it customized for you.

19. **Download File** – Using this feature you can upload a file to the shopping cart which your customers can later download once their orders get processed. The link to this downloadable file would display on the [Order Invoice page](#) screen on your website.

20. **Additional Image 1 - 5** – You can upload a maximum of 5 additional images for the product and they will display on the product details page in a [pop-up window](#).

21. Click  button to add the new product.

You have now successfully added categories and a product to your store. The Manage Products page screen would now look something like the one shown below displaying the newly added product.



Home » Manage Products





Pro
Product has been added.

Category:



General Search:

[Manage Product Variants] [Add New Product]

Showing 1 - 2 of 2 « First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Product Name ^ v	SKU# ^ v	Order	View/Edit
	<input type="checkbox"/>	UIS Association Edition	UIS-AE	 	

Activate Product(s)

Legend
 Active Product(s)
 Inactive Product(s)

Note: You can add as many products as you want to your store this way simply by repeating steps 1 through 21. If you would like to configure discounts or have additional field labels for the products, they can easily be integrated into your Ultra IS package for an additional fee.

Search / Sort Product

You can use the sort by category functionality of the shopping cart to search for a product, or do a general search. To sort the products:

1. **Click** on the [Manage Products](#) link under the Shopping Cart section heading on the left side of the page.
2. This action takes you to the Manage Products page screen like the one shown below.

Figure 2.2













Home » Manage Products



Category



General Search

[[Manage Product Variants](#)] [[Add New Product](#)]

Showing 1 - 6 of 6 « First | Previous Page 1 of 1 Next | Last »

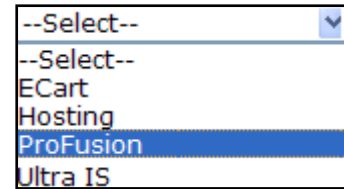
	<input type="checkbox"/>	Product Name ^ v	SKU# ^ v	Order	View/Edit
	<input type="checkbox"/>	UIS Association Edition	UIS-AE	↑ ↓	
	<input type="checkbox"/>	PURE	UIS-RE	↑ ↓	
	<input type="checkbox"/>	ECard Pro	EC-Pro	↑ ↓	
	<input type="checkbox"/>	ECard Advanced	EC-Adv	↑ ↓	
	<input type="checkbox"/>	Hosting	Host	↑ ↓	
	<input type="checkbox"/>	Mailer	Mail	↑ ↓	

Legend
 Active Product(s)
 Inactive Product(s)

Note: This page screen displays all products listed in the shopping cart. By clicking on the  arrows, you can determine the order in which you want the products to display on your website. To edit a product, simply click on the  arrow of the corresponding product and make changes.

3. To sort the products by category, **Click** on the down arrow. This action opens up a drop down list of available categories and sub categories in the shopping cart.

4. Select the category from this drop down list to view products listed inside that particular category. In this case, let us search for products listed under the category that we created previously, namely "ProFusion."



5. Next hit the **Search** button. Now the search result would be something like the one shown below displaying the products listed under the "ProFusion" category.

Figure 2.3

Home » Manage Products

Category:

General Search:

[Manage Product Variants] [Add New Product]

Showing 1 - 4 of 4 « First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Product Name ^ v	SKU# ^ v	Order	View/Edit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	UIS Association Edition	UIS-AE	↑ ↓	<input type="button" value="→"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PURE	UIS-RE	↑ ↓	<input type="button" value="→"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ECart Pro	EC-Pro	↑ ↓	<input type="button" value="→"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ECart Advanced	EC-Adv	↑ ↓	<input type="button" value="→"/>

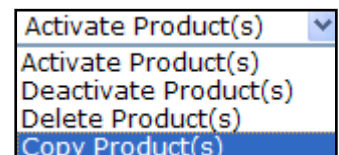
Activate Product(s)

Legend
☒ Active Product(s)
☐ Inactive Product(s)

Copy Product

The products listed in the shopping cart can be copied over either individually or they can be copied from one category to another. To copy a product individually:

1. From the Manage Products page screen (see [figure 2.2](#)) which lists all your products, **Click** inside the ☒ check box next to the product name that you want to make a copy of. For this tutorial, let us try and make a copy of the product "PURE" and **Click** the check box next to it.
2. Next, select "Copy Product" from the drop down and hit the **Go** button.
3. Now you can see a copy of the "PURE" product inside the Manage Products page screen as shown in this next figure.



Home » Manage Products

Pro

Product(s) have been copied.















Category
--Select--

General Search



Search

[Manage Product Variants]
[Add New Product]

Showing 1 - 7 of 7
« First | Previous
Page 1 of 1
Next | Last »

	<input type="checkbox"/>	Product Name ^ v	SKU# ^ v	Order	View/Edit
	<input type="checkbox"/>	UIS Association Edition	UIS-AE	↑ ↓	
	<input type="checkbox"/>	PURE	UIS-RE	↑ ↓	
	<input type="checkbox"/>	ECard Pro	EC-Pro	↑ ↓	
	<input type="checkbox"/>	ECard Advanced	EC-Adv	↑ ↓	
	<input type="checkbox"/>	Hosting	Host	↑ ↓	
	<input type="checkbox"/>	Mailer	Mail	↑ ↓	
	<input type="checkbox"/>	PURE	UIS-RE-C	↑ ↓	

Activate Product(s)
Go

Legend
 Active Product(s)
 Inactive Product(s)

Note: The copied product's SKU will have a "C" at the end indicating that it is a copy as can be seen in this figure.

To copy an entire category of products:

1. Click on the [Copy Products](#) under the Shopping Cart section heading on the left side of the page.
2. This action takes you to the Copy Category Products page screen as shown below.

Figure 2.4

Home » Copy Category Products

Copy Category Products

Search & Copy Products

Copy Category Products

Copy Products From Category
--Select--

Copy Products To Category
--Select--

Copy Products
Cancel

3. **Copy Products From Category** – Select the source category from which you want to copy over from the drop down list of categories. In this case, we shall select “Hosting” from the list.

4. **Copy Products To Category** – Select the destination category into which you want the products copied over from the drop down list of categories. In this case, we shall select “ProFusion” from the list.

Note: Only the main categories will display on this drop down list.

5. Next hit the **Copy Products** button.
6. This creates a copy of all products from the source category (Hosting) to the destination category (ProFusion) as can be seen in this ProFusion Category page screen as compared to before.

Figure 2.5

Home » Manage Products

Category

General Search

[**Manage Product Variants**] [**Add New Product**]

Showing 1 - 6 of 6 « First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Product Name ^ v	SKU# ^ v	Order	View/Edit
	<input type="checkbox"/>	UIS Association Edition	UIS-AE	↑ ↓	
	<input type="checkbox"/>	PURE	UIS-RE	↑ ↓	
	<input type="checkbox"/>	ECard Pro	EC-Pro	↑ ↓	
	<input type="checkbox"/>	ECard Advanced	EC-Adv	↑ ↓	
	<input type="checkbox"/>	Mailer	Mail-C	↑ ↓	
	<input type="checkbox"/>	Hosting	Host-C	↑ ↓	

Activate Product(s)

Legend
 Active Product(s)
 Inactive Product(s)

Note: The easiest way to find out if a copy has been made is to look at the products’ SKUs. All copied products will have a “-C” at the end of their SKUs.

A product can also be copied over using the Search & Copy Products functionality. This allows you to search for products in a category and copy them either individually or all of them. Let us try and copy products from “Hosting” category to “ProFusion” category in the above example using search and copy products functionality.

To search and copy a product:

1. From the [Copy Category Products page screen](#), **Click** on the [Search & Copy Products](#) link placed at the top.
2. You will now be presented with a page screen which looks something like the one shown below.

Home » Search & Copy Products

Copy Category Products **Search & Copy Products**

Search & Copy Products

Category: --Select--

Product Name:

SKU#:

Search Cancel

3. **Category** – Select the category name from this drop down to search for products in that category. In this case, we shall select “Hosting” from the drop down.

Note: This drop down list will display all categories (main and sub) that were created in the shopping cart.

--Select--

--Select--

ECart

Hosting

ProFusion

Ultra IS

4. If you know the name of the product that you want to copy over and its SKU, type them in the input boxes placed below this field. Otherwise, just leave them as it is.
5. Next hit the **Search** button.
6. This opens up a drop down section listing all active products inside the selected category. In this case it will display products inside the “Hosting” category as shown in this next figure.

Home » Search & Copy Products

Copy Category Products
Search & Copy Products

Search & Copy Products

Category	Hosting
Product Name	
SKU#	
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	

	<input type="checkbox"/>	Product Name	SKU#	View/Edit
A	<input type="checkbox"/>	Hosting	Host	→
A	<input type="checkbox"/>	Mailer	Mail	→

Copy Products To Category

--Select--

Legend

A Active Product(s)

U Inactive Product(s)

7. Now **Click** inside the ☒ check box next to the product name that you wish to copy over. In this case, should you wish to copy only “Mailer” product, click the check box placed next to it. On the other should you wish to copy both products, click both the check boxes.

8. **Copy Products To Category** – Select from the drop down the destination category to which you want to copy the products over. In this case, we shall select “ProFusion” from the drop down.

--Select--

--Select--
ECart
Hosting
ProFusion
Ultra IS

9. Finally **Click** the button.

10. The [ProFusion Category page screen](#) would look similar as previously when the products were copied from one category to another.

Deactivate Product

To deactivate a product:

1. From the Manage Products page screen, **Click** inside the ☒ check box next to the corresponding product name. For this tutorial let us deactivate the copy of the product namely “Hosting” and click the check box next to it.

2. Next **Select** “Deactivate Product” from the drop down menu and hit the button.

Activate Product(s)

Activate Product(s)
Deactivate Product(s)
Delete Product(s)
Copy Product(s)

3. The Manage Products page screen would now look something like the one below.

Home » Manage Products

















Pro
Product(s) selected have been deactivated.



Category:


General Search:

[**Manage Product Variants**] [**Add New Product**]

Showing 1 - 8 of 8 « First | Previous Page 1 of 1 Next | Last »


	<input type="checkbox"/>	Product Name ^ v	SKU# ^ v	Order	View/Edit
	<input type="checkbox"/>	UIS Association Edition	UIS-AE	↑ ↓	
	<input type="checkbox"/>	PURE	UIS-RE	↑ ↓	
	<input type="checkbox"/>	ECard Pro	EC-Pro	↑ ↓	
	<input type="checkbox"/>	ECard Advanced	EC-Adv	↑ ↓	
	<input type="checkbox"/>	Hosting	Host	↑ ↓	
	<input type="checkbox"/>	Mailer	Mail	↑ ↓	
	<input type="checkbox"/>	Hosting	Host-C	↑ ↓	
	<input type="checkbox"/>	Mailer	Mail-C	↑ ↓	

Legend
 Active Product(s)
 Inactive Product(s)

Note: As can be seen in this figure, the deactivated product will display the  icon next to it indicating its inactive status. Only active products will display on the frontend of your website.

Delete Product

To delete a product from a shopping cart:

1. From the Manage Products page screen, **Click** inside the  check box next to the corresponding product name.
2. **Select** "Delete Product" from the drop down menu and hit the button and **Click** the button on the confirmation window that appears next. This action deletes the selected product from the shopping cart.

You now have categories and products added to your online store. Let us see how the store functions on the frontend of your website.

Place Shopping Cart in a Page

In order for the shopping cart to display on your website, it needs to be placed inside a web page. To place the shopping cart:

1. **Click** the **Inner Pages** link under the Content section heading on the left side of the page.
2. This action takes you to the Main Pages screen which lists all main pages of your website as shown in this figure below.

Home » Main Pages

[Add Page]

Showing 1 - 4 of 4 « First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Section Title	Order	Secondary Pages
✓	<input type="checkbox"/>	Services	↑ ↓	→ [0]
✓	<input type="checkbox"/>	About Us	↑ ↓	→ [0]
✓	<input type="checkbox"/>	Our History	↑ ↓	→ [0]
✓	<input type="checkbox"/>	Contact Us	↑ ↓	→ [0]

Activate Page(s)

Legend
✓ Active Pages

3. **Click** the **[Add Page]** link from this screen. You will now be presented with Enter Page Details page screen like shown in the next figure.

Content

Section Title*

Short Name*

Page Content

Font Name Size Paragraph

Template Variables Forms Elegant Image Galleries

Sitemap Register Search Box Shopping Cart

[TPL_CART_HOME]

Active ☐ Yes ☐ No

Save Save and Continue Cancel

4. **Section Title** – **Enter** the name of the page that is to be created. This is how it will appear in the navigation on your website. In this case, let us type “Products” inside the box.
5. **Short Name** – This is the extension of the page name. This field comes with the auto-fill feature. It automatically takes the name entered in the previous field, namely Section Title. You can also type in a different name should you wish so.
6. **Page Content** – **Place** the cursor inside the page content editor area and **Select** **Shopping Cart** from the Template Variables drop down menu. This action places something like [TPL_CART_HOME] inside the page editor (see above figure). It instructs the system to merge in the previously created shopping cart on this page.
7. **Click** **Save** button to save the page edits.
8. The Main Pages screen will now display the newly created “Products” page as seen in this next figure.

Home » Main Pages

Pro
 Page has been added.

[Add Page]

Showing 1 - 5 of 5 « First | Previous Page 1 of 1 Next | Last »

	<input type="checkbox"/>	Section Title	Order	Secondary Pages
✓	<input type="checkbox"/>	Services	↑ ↓	➔ [0]
✓	<input type="checkbox"/>	About Us	↑ ↓	➔ [0]
✓	<input type="checkbox"/>	Our History	↑ ↓	➔ [0]
✓	<input type="checkbox"/>	Contact Us	↑ ↓	➔ [0]
✓	<input type="checkbox"/>	Products	↑ ↓	➔ [0]

Activate Page(s)

Legend
 ✓ Active Pages

Shopping Cart on the Frontend


This section deals with how the previously created shopping cart displays and behaves on the frontend of your website. **Type** in the domain name of your website inside the address bar of the browser and go to the page where you have placed the shopping cart, in this case, the “Products” page.

Figure 3.0

[Store Home](#)
Cart: [empty](#)
[Checkout](#) [View Cart](#)
[Hosting \(2\)](#)
[ProFusion \(4\)](#)
 [Go](#)

Contact Us
ProFusion Products
2801 Meridian Street, Ste. 201
Bellingham, WA 98225
888.932.6762

[Store Home](#)




UIS Association Edition
\$6,000.00

Type:

Quantity:

[Add to Cart](#) [Details](#)

The ultimate UIS application for associations, chambers of commerce, schools, clubs, and many more.




PURE
\$1,995.00

Quantity:

[Add to Cart](#) [Details](#)

ProFusion Ultra IS Real Estate (PURE) - the website application designed for real estate agents.




ECart Pro
\$3,500.00

Quantity:

[Add to Cart](#) [Details](#)

ProFusion Ecart Pro - enterprise-level ecommerce with the power and ease of use.




ECart Advanced
\$4,500.00

Quantity:

[Add to Cart](#) [Details](#)

A website that sells your products professionally and securely. A shop that is easy to set up.




Hosting
\$250.00

Quantity:

[Add to Cart](#) [Details](#)

Maintain your web servers, hardware and network up and running 24x7x365.



Mailer
\$250.00

Quantity:

[Add to Cart](#) [Details](#)

Add PF Mailer to any website package or purchase it as a stand-alone marketing application.

1-6 of 6 Products
« [First](#) | [Previous](#) [Page 1 of 1](#) [Next](#) | [Last](#) »

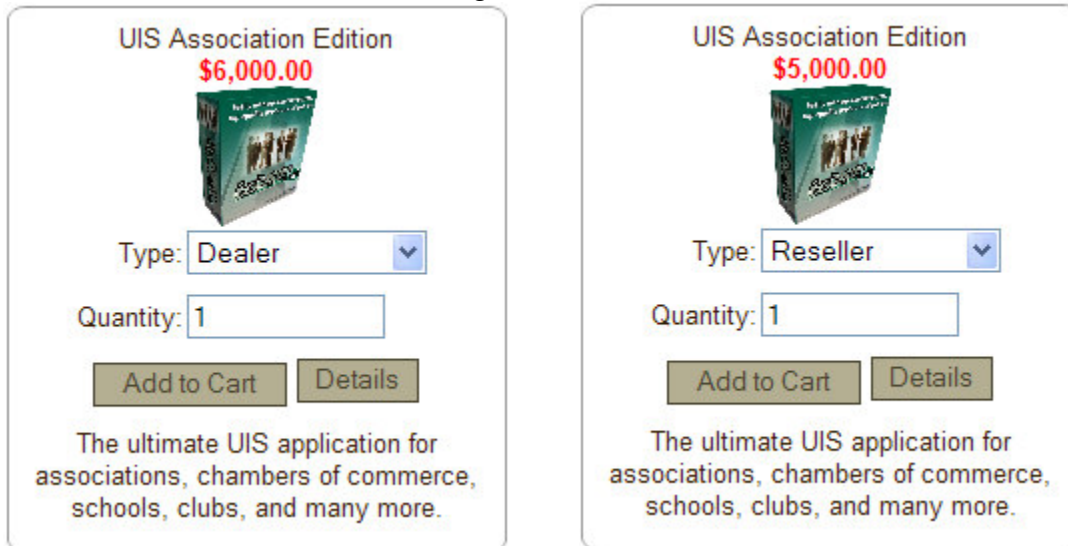
This is how the store home page on your website would look like displaying the product boxes of the [featured products](#) that were created previously.

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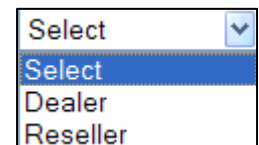
Page 34 of 52

The product's name, sale price, variants drop down (if any), and image along with its short description for the featured products will display on this page screen as is evident for the product that was created previously, namely "[UIS Association Edition](#)." By default the price shown inside the product box when the page first loads would be that of the first variant (in this case, dealer).

Figure 3.1.1



Clicking on the variant drop down you can see the change in the [product price](#) previously set on the admin section as can be seen in this figure. The price shown here is the sale price of the product.



Note: The Type field drop down that you see inside the product box here (Dealer, Reseller) is the product variant that was created previously.

The content displayed to the left of the screen is the store section page content which displays the main and sub categories along with the (n) number of products listed inside each category and the cart contents.

The "Search" functionality allows you to search for products listed inside the shopping cart. Type in the search keyword inside the

input box and hit the button.

Product Details

To see the product details, **Click** on the product name or on the product image, or simply click the button. This opens up the detail page screen for the selected product. For example, **Clicking** on the "UIS Association Edition" product name would open up the detail page for that product as can be seen in this [next figure](#).

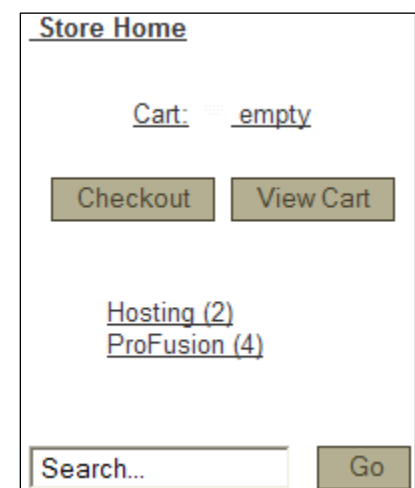



Figure 3.1

[Store Home](#) > [ProFusion](#) > UIS Association Edition

[Email Product to a Friend](#)



Click on the image for additional images

Product Name : UIS Association Edition

Product Code : UIS-AE

Type:

List Price : ~~\$6,500.00~~

Sale Price : \$6,000.00

Description :

ProFusion UIS Association Edition is the ultimate application for associations, Chambers of Commerce, cities, schools, government agencies, franchises, clubs - any organization that could benefit from a flexible platform that allows multiple administrative users, plus mini sites as part of the main site.

Features:

- Member database.
- Online members' area.
- Website content management.
- Online dues payment.
- Attendance tracking.
- Event calendar and registration system.
- Testimonials submission and management tool.
- News module.
- Online survey.
- Banner advertising manager.
- Mini websites for members.
- Multi-user administrative privileges.

Quantity :

[Back](#) [Add to Cart](#) [Related Products](#)

This page screen displays the detailed information for the product entered previously at the time of creating the product. Clicking on the product image will open up a pop-up window of [additional images](#), if any, as shown here in this figure.



While the product box displays only the sale price of the product, the [product details page](#) screen would display both the list price and the sale price of a product as can be seen in this case.

Product Variants with List & Sale Prices

Type:	Dealer
List Price	\$6,500.00
Sale Price :	\$6,000.00

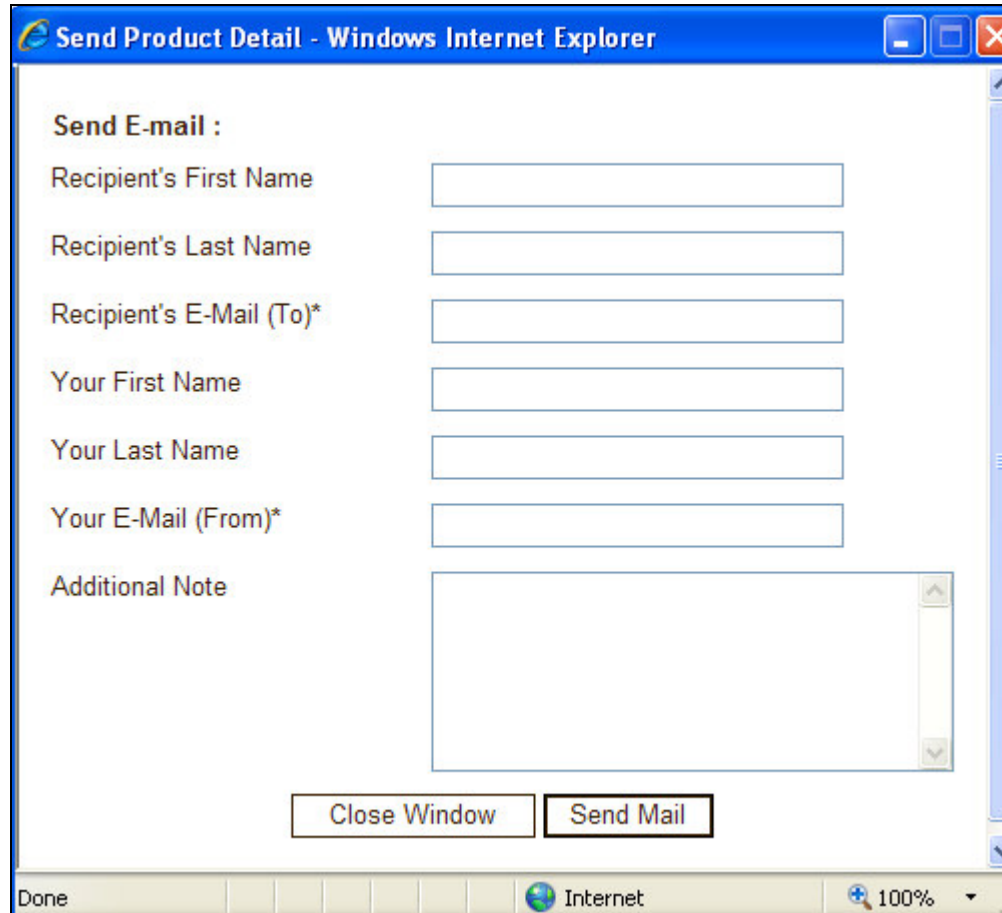
Type:	Reseller
Price	\$5,000.00

This is how the different price levels ([previously set by the admin](#)) would display depending on the variants chosen using the drop down list.

E-Mail Product

The ProFusion Ultra IS Shopping Cart allows your website users to forward the product details as an e-mail link which in turn enables your products to reach out to a much larger customer base. To forward this web page:

1. **Click** on the [Email Product to a Friend](#) link found at the top of the [product details](#) page screen. This opens up a pop-up window prompting you to enter details such as your name and e-mail address, recipient's name and e-mail address, etc. Fields that is marked * are required and as such must be completed.



2. After filling in all the relevant details, hit the [Send Mail](#) button to forward this details page screen as an e-mail link.
3. The e-mail forwarded to the recipient mentioned herein will contain product name, price, short description, and the product image along with the product details page link.

Related Products

The related products feature allows you to view other similar products listed inside the selected category. To view similar products:

1. **Click** on the [Related Products](#) link found at the bottom of the [product details](#) page screen.

- This action takes you to the Category page screen (see figure below), in this case “ProFusion” since the product “UIS Association Edition” is listed inside the [ProFusion category](#).

Figure 3.2

[Store Home](#)

[Store Home](#) > [ProFusion](#)

Cart: [empty](#)

[Checkout](#)
[View Cart](#)

[Hosting \(2\)](#)
[ProFusion \(4\)](#)
[ECard \(2\)](#)
[Ultra IS \(2\)](#)

[Contact Us](#)

ProFusion Products
2801 Meridian Street, Ste. 201
Bellingham, WA 98225
888.932.6762

1.4 of 4 Products

« First | Previous

Page 1 of 1


Next | Last »

Sort by:

-Select-

UIS Association Edition

\$6,000.00



Type:

Select


Quantity:

[Add to Cart](#)
[Details](#)

The ultimate UIS application for associations, chambers of commerce, schools, clubs, and many more.

ECard Pro

\$3,500.00




Quantity:

[Add to Cart](#)
[Details](#)

ProFusion Ecard Pro - enterprise-level ecommerce with the power and ease of use.

PURE

\$1,995.00




Quantity:

[Add to Cart](#)
[Details](#)

ProFusion Ultra IS Real Estate (PURE) - the website application designed for real estate agents.

ECard Advanced

\$4,500.00



Quantity:

[Add to Cart](#)
[Details](#)

A website that sells your products professionally and securely. A shop that is easy to set up.

1.4 of 4 Products

« First | Previous

Page 1 of 1

Next | Last »

- Clicking** on the product name or the image or the [Details](#) button as before will take you to the selected product’s details page screen.
- To sort the products by category, **Click** on the sub category on the navigation inside the section page to the left. To sort the products by name or price, **Select** as appropriate from the drop down menu placed above the product boxes.
 - Product Name – sorts the products in an alphabetical manner.
 - Product Price – sorts the products ranging from the lowest to highest in price.

-Select-

-Select-

Product Name

Product Price

By default the products will display in the order they were added to the shopping cart.

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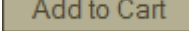
Page 39 of 52

Shop Online

This section explains how your customers actually use the ProFusion Ultra IS Shopping Cart to make online purchases on your website. For this tutorial, let us see how an online order is processed for the product that was created previously, namely “UIS Association Edition.”

Add to Cart

The first step involved in making an online purchase is to add the product to your cart as with any shopping that you normally do. To add a selected product to the cart:

1. **Click** on the  button from either the product's [details page screen](#) or from inside the product box after selecting the appropriate variant (since this product has variants) from the drop down. In this case, let us select the “Reseller” value of \$5,000. A Flash confirmation message is displayed every time a product gets added to the cart from the product box.
2. After the product gets added to the cart, you will be presented with the Cart Content page screen that looks similar to the one shown here.

Type:	Reseller
Price	\$5,000.00

[Figure 3.3](#)

[Store Home](#) [Store Home > Cart](#)

Cart: 1 Item

[Checkout](#) [View Cart](#)


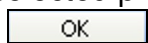
Product-UIS Association Edition - has been added to the cart.

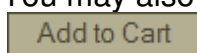
Your Shopping Cart Contents:

Product Name	Product Code	Quantity	Unit Price	Price	Remove
UIS Association Edition (Reseller)	UIS-AE	1	\$5,000.00	\$5,000.00	X
				Sub Total	\$5,000.00
				Tax*	\$250.00
				Shipping Cost*	\$25.00
				Order Total	\$5,275.00

* Tax and Shipping Cost may be added if applicable

[Update](#) [Checkout](#) [Continue](#)

The selected product has been added to the cart as can be seen here. This page screen displays the cart details with respect to the name of products and their SKU numbers along with the quantity ordered, price, etc. and the section page on the left reflects the number of items added to the cart. Should you wish to remove the selected product from the cart, you may do so by simply clicking on the  button and clicking the  button on the confirmation window that appears next.

Note: You may also add a selected product to the cart from the Store's home page screen by clicking on the  button placed inside the product box. However, this is possible only in case of a featured product since only featured products display on the Store's home page. The same is possible for non-featured product by selecting it from the Category page screen though.

3. To continue with the shopping, **Click** on the **Continue** button. This action takes you to the Store's home page screen where you can continue to browse through other categories and products and continue with your shopping.
4. **Clicking** on the **Update** button updates the cart contents after a product has been added or deleted thus reflecting the current contents in the cart.

Checkout & Registration

Once you are ready to checkout:

1. **Click** on the **Checkout** button. You may click on the Checkout button either placed at the bottom of this page or the one on the left section. This action takes you to the Customer Login page screen similar to the one shown here.

[Store Home](#) [Store Home > Customer Login](#)

Cart: [1 Item](#)

[Checkout](#) [View Cart](#)

[Hosting \(2\)](#)
[ProFusion \(4\)](#)

Search... [Go](#)

Contact Us

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2801 Meridian Street, Ste. 201
Bellingham, WA 98225
888.932.6762

Login Information

Email*

Password*

☐ Remember me on this computer.

[Login](#) [Cancel](#)

[Forgot your Password?](#)

(or) [Checkout without Registration](#) [Express Checkout](#)

New User Registration

First Name *

Last Name *

Email *

Password * (Min. 5 characters)

Confirm Password *

Address 1 *

Address 2

City *

State/Province *

Country

Zip/Postal Code *

Phone

Access Code

Please Enter the Access Code *

[Register](#)

[Home](#) | [Services](#) | [Products](#) | [About Us](#) | [Our History](#) | [Contact Us](#)

Note: During the checkout process, you may use any of the given options that you see on this page screen such as (a) use your secure login if you are a registered user, (b) use express checkout option, or (c) sign up for new registration.

2. **Login Information (portion shaded in blue)** – This login facility is provided for the convenience of the registered users on your website. By using their secure login details, the registered users can bypass the registration process while shopping since they already have registered on your website. All they need to do is just type in their login e-mail address and password.
3. **Express Checkout** – This facility is provided for those customers who do not want to go through the registration process.
4. **New User Registration (portion shaded in gray)** – This facility is provided so that when your customers shop online they can also simultaneously register on your website. This allows them to have access to the secure pages on your website which otherwise would not be available to them. For this tutorial, let us see how this new registration works in the checkout process.

Figure 3.4

New User Registration	
First Name *	<input type="text" value="John"/>
Last Name *	<input type="text" value="Doe"/>
Email *	<input type="text" value="johndoe@mywebsite.com"/>
Password *	<input type="password" value="••••••"/> (Min. 5 characters)
Confirm Password *	<input type="password" value="••••••"/>
Address 1 *	<input type="text" value="2801 Meridian Street"/>
Address 2	<input type="text" value="Suite 201"/>
City *	<input type="text" value="Bellingham"/>
State/Province *	<input type="text" value="WA - Washington"/>
Country	<input type="text" value="United States"/>
Zip/Postal Code *	<input type="text" value="98225"/>
Phone	<input type="text" value="360-738-8188"/>
Access Code	<input type="text" value="118208"/>
Please Enter the Access Code *	<input type="text" value="118208"/>
<input type="button" value="Register"/>	

5. **Fill** in the details of the registration form as shown here. Fields marked * are required fields and as such must be completed. After completing all the required fields, **Click** on the button.

Note: The details entered here will be stored on the admin panel under [Manage Customers section](#).

Billing & Shipping

Once the registration process is complete, you will be presented with the Billing and Shipping Information page screen. As can be seen here, the Billing Address is by default pre-populated with the information provided during the registration process as above. You may type in a different billing address if you wish or leave it as it is.

[Store Home](#) > Billing and Shipping Information

Billing Address

First Name*

John

Last Name*

Doe

Address 1*

2801 Meridian Street

Address 2

Suite 201

City*

Bellingham

State/Province*

WA - Washington

Country*

United States

Zip/Postal Code*

98225

Phone

360-738-8188

☒ Use Same Shipping Address

Shipping Address

First Name*

John

Last Name*

Doe

Address 1*

2801 Meridian Street

Address 2

Suite 201

City*

Bellingham

State/Province*

WA - Washington

Country*

United States

Zip/Postal Code*

98225

Phone

360-738-8188

Save & Proceed

1. If the product that you have ordered is to be shipped to the same address as that of the billing, simply **Click** inside the ☒ check box placed next to the “Use Same Shipping Address” text and the Shipping Address details will automatically be filled in by the application as shown here.

On the other hand, if you wish to ship the product to a different address, **Type** in the details and **Click** the **Save & Proceed** button to proceed with the billing process.

2. This action takes you to the 3-step Order Review page screen (see figure below) which allows you to review your cart contents before you actually pay for them.

Note: This becomes a 4-step process when [UPS shipping method](#) is calculated which is explained towards the end of this document.

Figure 3.5

[Store Home](#) > Order Review

Step #1: Review Payment

Product Name	Product Code	Quantity	Unit Price	Price
UIS Association Edition (Reseller)	UIS-AE	1	\$5,000.00	\$5,000.00
				Sub Total \$5,000.00
				Tax \$250.00
				Shipping Cost \$25.00
				Order Total \$5,275.00

Step #2: Review Personal Information

Personal Information

Contact Information

First NameJohn

Last NameDoe

Emailjohndoe@mywebsite.com

Phone360-738-8188

My Billing Address [\(Edit\)](#)

First NameJohn

Last NameDoe

Address 12801 Meridian Street

Address 2Suite 201

CityBellingham

State/ProvinceWashington

CountryUnited States

Zip/Postal Code98225

Phone360-738-8188

My Shipping Address [\(Edit\)](#)

First NameJohn

Last NameDoe

Address 12801 Meridian Street

Address 2Suite 201

CityBellingham

State/ProvinceWashington

CountryUnited States

Zip/Postal Code98225

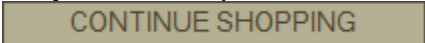
Phone360-738-8188


Step #3: Submit your Order (If paying by credit card, you will be directed to a credit card entry screen)

Clicking "Checkout" you agree with our ["Terms & Conditions"](#) and ["Privacy Policy"](#)

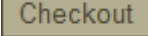
CONTINUE SHOPPING

CHECKOUT

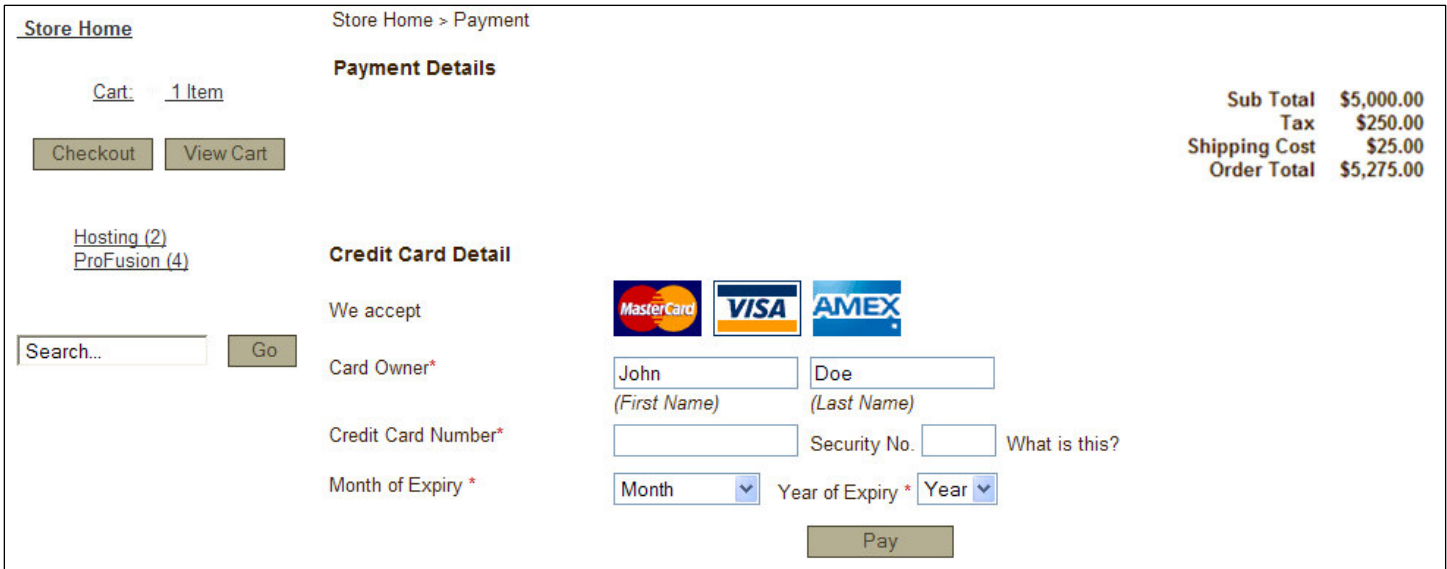
Step #1 – This process allows you to edit your cart contents by **Clicking** the  button placed at the bottom of the page which takes you to the [Cart Content page screen](#) where you can add or remove products.

Step #2 – This allows you to edit your billing and / or shipping address details by **Clicking** the  link as appropriate which takes you to the previous screen where you can edit the information.

Note: **Clicking** on the “Terms & Conditions” or the Privacy Policy” link your customers would be taken to the store’s [Terms & Conditions or the Privacy Policy](#) page screen.

Step #3 – Once you are satisfied with your order and ready to pay, **Click** the  button to start entering your payment details.

3. You will now be presented with the Payment Details page screen (see below) prompting you to enter your credit card details. This is the final step of the billing process.



The screenshot shows the 'Payment Details' page. At the top, there's a breadcrumb 'Store Home > Payment' and a 'Store Home' link. Below this, a 'Cart: 1 Item' link is shown. On the left, there are links for 'Hosting (2)' and 'ProFusion (4)', and a search bar with a 'Go' button. The main section is titled 'Payment Details' and contains a 'Credit Card Detail' form. The form includes fields for 'Card Owner*' (split into 'First Name' and 'Last Name'), 'Credit Card Number*', 'Month of Expiry*', and 'Year of Expiry*'. There are also fields for 'Security No.' and a 'What is this?' link. Above the form are logos for MasterCard, VISA, and AMEX. A 'Pay' button is at the bottom right. On the right side of the page, there's a summary table:

Sub Total	\$5,000.00
Tax	\$250.00
Shipping Cost	\$25.00
Order Total	\$5,275.00

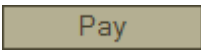
4. **Enter** in the card number and the verification code along with the month and year of expiry for the card.
5. **Hit** the  button to complete the transaction.
6. The next page screen that you see would be something like the one shown here. This is the Order Invoice page screen and it displays the details of the order placed, see below.

Figure 3.6

[Store Home](#)

[Store Home > Order Invoice](#)

Cart: [empty](#)

[Checkout](#)
[View Cart](#)


[Hosting \(2\)](#)
[ProFusion \(4\)](#)

Contact Us
 ProFusion Products
 2801 Meridian Street, Ste. 201
 Bellingham, WA 98225
 888.932.6762

Order Completed
 Thank you for your order.
[Continue Shopping](#)

Download Files
 1. [UIS Association Edition \(Reseller\)](#)

[Download File](#)

Order Details


Order#:21
 Date: 1/27/2009
 Contact Email: admin@yourdomain.com

UIS Shopping Cart
 Bellingham
 Washington
 United States
 360.738.8188

Payment Details

Product Name	Product Code	Quantity	Unit Price	Price
UIS Association Edition (Reseller)	UIS-AE	1	\$5,000.00	\$5,000.00
				Sub Total \$5,000.00
				Tax \$250.00
				Shipping Cost \$25.00
				Order Total \$5,275.00

Personal Information

Contact Information
 First Name John
 Last Name Doe
 Email johndoe@mywebsite.com
 Phone 360-738-8188


My Billing Address
 First Name John
 Last Name Doe
 Address 1 2801 Meridian Street
 Address 2 Suite 201
 City Bellingham
 State/Province Washington
 Country United States
 Zip/Postal Code 98225
 Phone 360-738-8188

My Shipping Address
 First Name John
 Last Name Doe
 Address 1 2801 Meridian Street
 Address 2 Suite 201
 City Bellingham
 State/Province Washington
 Country United States
 Zip/Postal Code 98225
 Phone 360-738-8188

[Continue Shopping](#)

- This completes the shopping process using the ProFusion Ultra IS Shopping Cart application.
- After the transaction is complete the Order Invoice page screen will now display the Download File link at the top if the product ordered has any [downloadable file](#) as can be seen in this figure. **Click** the [Download File](#) to start downloading the file to your computer.

Note: The invoice details will be stored on the admin panel under [Manage Orders](#) section. A copy of this invoice will be e-mailed to the admin person of this website as well as to the customer who

placed the order. You may also print this page screen using the print option. Just **Click** the  icon to start printing this page. The details of this order will now be available on the admin section of your website on the backend.

Manage Customers

When an order is processed on your website, the details are automatically collected and stored on the admin section. The Manage Customers section of the application keeps a record of the login details and contact information of your customers. To view the Manage Customers menu page:

1. **Click** on the [Manage Customers](#) link under the Shopping Cart section heading on the left side of the admin page.
2. This action takes you to the Manage Customers page screen which looks similar to the one shown here.

Home » Manage Customers

[Add New Customer] Search

Showing 1 - 1 of 1 « First | Previous Next | Last »

	<input type="checkbox"/>	Customer Name ^ v	Email	Date	View/Edit
	<input type="checkbox"/>	John Doe	johndoe@mywebsite.com	Nov 11, 2008	

Legend
 Approved Customer(s)
 Disapproved Customer(s)


This page screen displays the name and e-mail address of your customers as well as the date they first registered / shopped on your website as the case may be. **Click** on the  arrow of the corresponding customer to view or edit that customer's profile (see below). To delete or disapprove a customer, **Click** inside the ☒ check box next to the customer's name and **Select** as appropriate from the drop down and hit the button. By deleting or disapproving a customer, you also disallow that customer the permission to use his secure login privileges on your website.

Figure 3.7

Home » Manage Customers » Edit Customer

*Fields marked * are required*

Add New Customer

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Email*	<input type="text" value="johndoe@mywebsite.com"/>
Password* (Min. 5 characters)	<input type="text" value="mywebsite"/> Auto-Generate
Address 1	<input type="text" value="2801 Meridian Street"/>
Address 2	<input type="text" value="Suite 201"/>
City	<input type="text" value="Bellingham"/>
State	<input type="text" value="WA - Washington"/>
Country	<input type="text" value="United States"/>
Zip	<input type="text" value="98225"/>
Phone	<input type="text" value="360-738-8188"/>
Resend Login Info?	<input checked="" type="radio"/> Yes <input type="radio"/> No

This is the page screen that stores all the details as entered by your customers at the time of their [registration](#).

Manage Orders

While the Manage Customers section keeps track of customer information, the Manage Orders section of the application keeps track of all orders processed on your website. To view the Manage Orders menu page:

1. **Click** on the [Manage Orders](#) link under the Shopping Cart section heading on the left side of the admin page. This action takes you to the Manage Orders page screen which looks like the one shown here.

Home » Manage Orders

Search

[**Export Orders**]


Showing 1 - 1 of 1 « First | Previous Page 1 of 1 Next | Last »

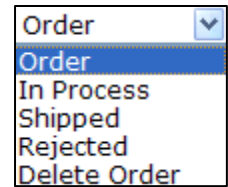
<input type="checkbox"/>	Order#	User Name	Total Price	Date	Order Status	View
<input type="checkbox"/>	21	John Doe	\$5,275.00	01/27/2009	New Order	➔

Order

Print Orders

From Order# To Order#

2. This page screen lists all orders that were placed on your website as can be seen here. By default, all orders will display as “New Order” on the admin panel. You may change the status of the orders as they get processed through by **Clicking** inside their corresponding  check boxes and **Selecting** as appropriate from the drop down. This way you can know what orders came in, what are in process, shipped, or otherwise deleted or rejected.



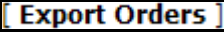






3. **Export Orders** – To export the order details, **Click** the  link. Next **Click** either  to view the file or  to download the file on your computer.
4. **Print Orders** – To print the orders, **Enter** the order numbers as appropriate in the boxes and hit the  button to start printing the order details. To print an individual order detail, **Click** on the  arrow of the corresponding order and hit the  button that is placed at the bottom of the page ([see next figure](#)).
5. **Clicking** on the  arrow of the corresponding order takes you to the View Order page screen.

Figure 3.8








Home » Manage Order » View order



Order Details					
Order#	21				
Date	1/27/2009				
User Details					
User Name	John Doe				
Email	johndoe@mywebsite.com				
Phone	360-738-8188				
Product Details					
S.No.	Product Name	Product Code	Quantity	Unit Price	Price
1.	UIS Association Edition (Reseller)	UIS-AE	1	\$5,000.00	\$5,000.00
					Sub Total=\$5,000.00
					Tax= \$250.00
					Shipping Cost=\$25.00
					Discount=\$0.00
					Total Price=\$5,275.00
Billing Details					
First Name	John				
Last Name	Doe				
Address 1	2801 Meridian Street				
Address 2	Suite 201				
City	Bellingham				
State	Washington				
Zip	98225				
Country	United States				
Phone	360-738-8188				
Shipping Details					
First Name	John				
Last Name	Doe				
Address 1	2801 Meridian Street				
Address 2	Suite 201				
City	Bellingham				
State	Washington				
Zip	98225				
Country	United States				
Phone	360-738-8188				

6. This page screen is similar to the [order invoice](#) page screen that is displayed to your customers on your website.

Import / Export CSV

This feature allows you to upload and download CSV files to and from the Ultra IS Shopping Cart application. **Click** on the [Import/Export CSV](#) link under the Shopping Cart section heading on the left side of the admin page. This action takes you to the Import / Export CSV page screen which looks something like the one shown here.

Home » Import/Export CSV		
Section Title	Import	Export
Categories		
Products		
Customers		
Orders		

This page screen allows you to import / export categories, products, customers, or orders. To import or upload a csv file, **Click** on the corresponding  arrow and follow the instructions that displays next. On the other hand, to export or download a csv file, simply **Click** on the corresponding  arrow and **Click** to view the file or to save the file on your computer.

Shop Online Using UPS Methods

If you have configured UPS shipping methods to charge shipping and handling costs for your products, the UPS rates would automatically be added to the order total once the customer is ready to checkout and pay. The UPS rates are calculated and added dynamically based on the weight of the orders placed and the physical address to which they are to be shipped. This would involve an additional step to the [3-step process](#) (as previously described), the first step being the addition of UPS rates as can be seen in this figure.

Step #1: Review Payment

Shipment

Select UPS Shipping Service

Step #1 – Select the UPS rates from the drop down as appropriate. The rates that appear in this drop down list are dynamically generated. The rate that is selected from this list will be added to the order total as the Shipping Cost.

Select UPS Service

Select UPS Service
UPS Ground - \$7.61
UPS 3 Day Select - \$13.34
UPS Next Day Air - \$42.21

UPS Ground - \$7.61

Step #2: Review Payment